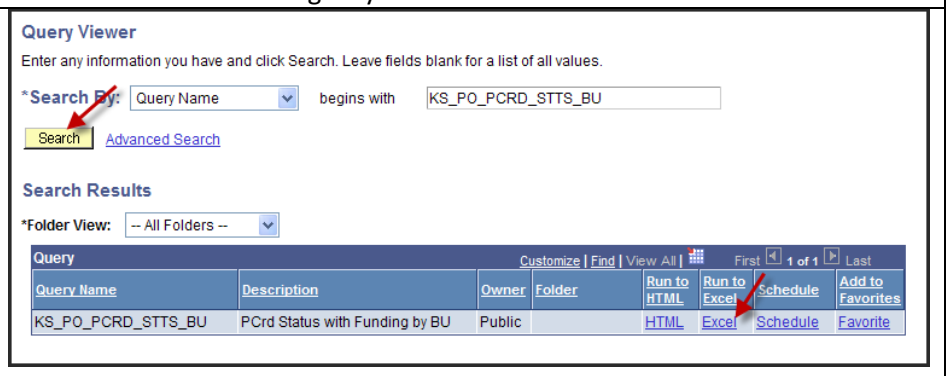
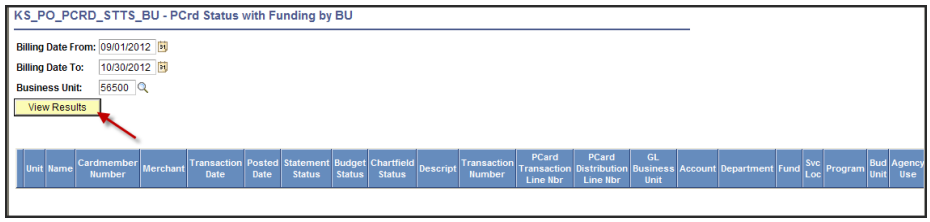
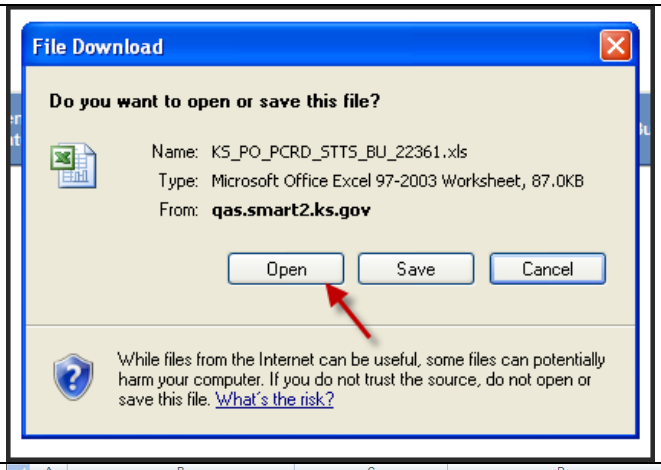
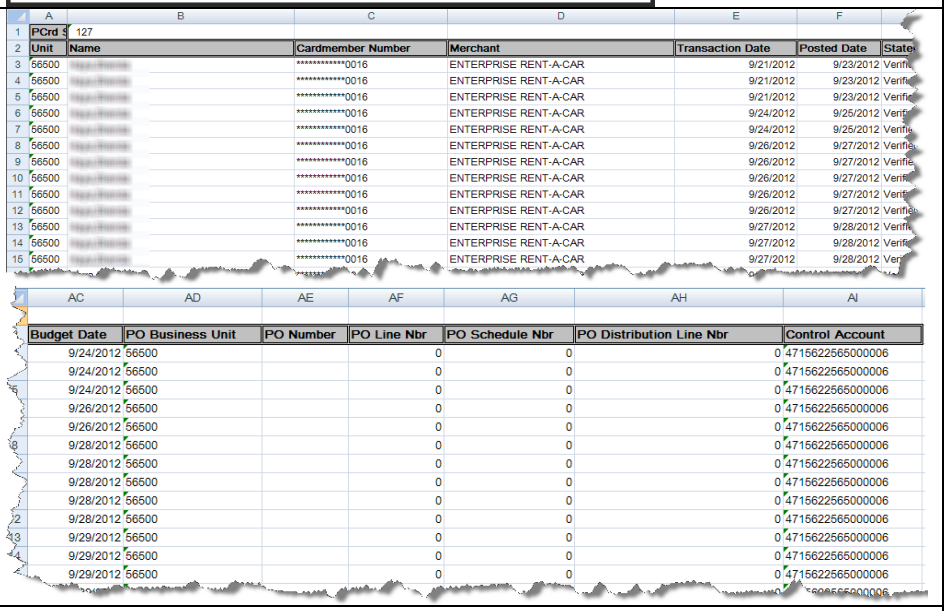
State of Kansas

Using the KS_PO_PCRD_STTS_BU Query

Statewide Management, Accounting and Reporting Tool

Date Created:	January 23, 2012
Version:	1.0
Last Updated Date:	January 13, 2014
Purpose of the Query:	This query is designed to identify those P-Card transactions, by Business Unit and Billing Date range, which have a status other than "Closed". This query provides information at the "Distribution Line" level so that chartfield information is included in the results. Consequently, if a P-Card transaction has three (3) distribution lines, the results will include three (3) entries for the same P-Card Transaction Number / Line Number combination. The Merchandise Amount is also provided at the distribution line level. To get a total Merchandise Amount for this P-Card transaction, the three (3) distribution line Merchandies Amounts will need to be added together. The query results include: • Business Unit, • PCard Holder Name, • Cardmember Number, • Merchant, • Transaction Date, • Posted Date, • Statement Status, • Budget Status, • Chartfield Status, • Description, • Transaction Number, • PCard Transaction Line Nbr, • Unit of Measure, • PCard Distribution Line Nbr, • GL Business Unit, • Account, • Department, • Fund, • Svc Loc, • Program, • Bud Unit, • Agency Use, • PC Bus Unit, • Project, • Activity, • Distribution Percentage,

		• PO Qty, • Merchandise Amount, • Sales Tax, • Budget Date, • PO Business Unit, • PO Number, • PO Line Nbr, • PO Schedule Nbr, • PO Distribution Line Nbr, • Control Account, • Supplier Contract ID
Query parameters:		The query results will include all transactions with a status other than "Closed". Possible statues are : Approved, Initial, Statement Staged, Verified, and Voucher Build Error.
Prompt Values:		• Billing Date From: The results include the date entered in this field. • Billing Date To: The results include the date entered in this field. • Business Unit: Business Unit security has been applied so when selecting the "Look Up" icon you should see only the BUs that are associated to your User ID.
Result Sorts:		1. Cardmember Number 2. Transaction Date 3. Transaction Number 4. P-Card Transaction Line Nbr 5. P-Card Distribution Line Nbr
Security:		• <u>Role Security:</u> Only those individuals with one of the following Roles will receive results from this query: KPO_Cen_P-Card_Admin, KPO_AGY_P-CARD_ADMIN, KPO_Agy_P-Card_Reconciler, and KPO_AGY_P-CARD_RECON_APPROVER • <u>BU Security:</u> Users will only have access to Employee IDs that are associated to their agency.
1.	Navigation: Reporting Tools > Query > Query Viewer > KS_PO_PCRD_STTS_BU Select the "Search" button. Select the "Excel" link.	
2.	Enter the Employee ID, Begin Billing Date and End Billing Date and select the "View Results" button.	

3.	Select the “Open” button:	
4.	The results will display in excel.	
NOTE		You can also select the “HTML” link, which will show the results on-line, and then select the Excel link from that page to export to an excel document.
Agency Action		The P-Card transaction has not been completely reconciled if the P-Card transaction is included in the results of this query. Take the appropriate action to complete the reconciliation of the P-Card transaction.
NOTE		If a P-Card transaction is in an “Approved” status, the Chartfield Status is “Recycle” and the P-Card transaction did not build to a voucher as expected there is likely an invalid chartfield value. This issue should be resolved once valid chartfield values have been entered and the P-Card transaction has been saved.